

Chief, Benefits and Casualty Division
THRU : Deputy Chief, Benefits and Casualty Division
Chief, Insurance Branch/BCB

3 May 1956

My

Plans for Coming Insurance Drive

1. In view of backlogs that have piled up in the past, possibly due to incomplete instructions, lack of information, and inability to have public dealings with personnel involved, it is the firm belief of this Branch that complete planning must be accomplished insofar as the coming drive is concerned if we are to have efficient processing and complete control of backlog of new applications.

2. With this in mind, certain recommendations are herein made for your approval. It is recommended that steps be taken to provide for sessions to be held in the R&S auditorium, at separate times, for personnel from the three components, i.e. DD/P, DD/I, and DD/S. At these sessions complete instructions and complete information, as well as the resolution of any problems connected with the drive could be resolved, thereby throwing the complete responsibility for all personnel in that particular component obtaining the desired coverage, on them. It is suggested that if such agreement is obtained, efforts be made to make these meetings in the form of mandatory instructions, over the signature of the appropriate Deputy Director.

3. It is further recommended that arrangements be made with every component in the DD/P for one or more sessions with as many personnel of their shop as possible, at which time, all material to be forwarded to the various foreign areas, will be presented, so that there will be no possibility for misinterpretation as to their disposition nor will there be any possibility of these people not understanding the requirements demanded of them, to make certain that their people overseas obtain desired coverage.

4. So that our program can run smoothly, and, in addition, to avoid placing unnecessary burdens on other components of the Agency such as the Medical insofar as new applications are concerned, it is proposed that, outside of the drive, the only time that personnel of the Agency be permitted to obtain insurance coverage (hospitalization and life insurance) be during the 60-day period following EOD. This Branch is of the opinion this would not only enable us to carry on our servicing program in a much more efficient

warmer than we have been able to do, but will also bring, with force, the full realization on the part of possible applicants that the drive period is the only time that they can be covered.

5. It is hoped that you will concur in these recommendations and make any arrangements necessary in advance so that we can plan completely, thereby assuring the success of the program we have in mind.



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LPP:bae (3 May 1956)